

Ampfield Village Hall Booking Request Form

Hirer Contact details

Name : _____ Organisation (if applicable) : _____

Parish Resident? (Y/N)

Contact: Address _-----

Telephone: _____

e-mail : _____

Description of activity :

Requested Date (dd/mm/yyyy)

Recurring Booking ? Y/N Frequency ?

Requested Start time _____ a.m./p.m. Finish Time _____ a.m./p.m. Duration _____ hrs

Facilities Requested (See website for available options)

Option	Description	Hourly rate £	No of hours	Hire Total	Refundable Deposit	Payment Required
A	Hall and Kitchen	15	4	60	50	110

Conditions for booking :

1. Bookings are not final until receipt of a booking confirmation and Payment request form
2. Regrettably the hall is not available for 18th or 21st birthday celebrations.
3. Please include adequate time for set-up and clear up.
4. No refund other than the deposit, will be made for cancellations received less than 15 working days of confirmation of booking
5. Booking requests to be made at least 10 working days before the required booking date.

Final booking will be made subject to the acceptance of the general terms and conditions of hire (link) and the special provisions relating to Covid

Completed hard copy forms to be emailed to villagehall@ampfield.org.uk or sent by post to "The Hall Manager" North Hill Cottage, Baddesley Road, Ampfield, Romsey, Hampshire. SO52 9BH